

OFFICE OF THE VICE PRESIDENT OF THE UNITED STATES

WASHINGTON DC

February 12, 2013

Ms. Missy Kurek  
National Finance Director (DCCC)  
[kurek@dccc.org](mailto:kurek@dccc.org)

Dear Ms. Kurek:

The Vice President appreciates the opportunity to attend the DCCC Issues Conference Luncheon on March 23, 2013. The purpose of this letter is to inform you of the general responsibilities and obligations that come with hosting the Vice President. I realize that some of these processes and requirements can be onerous, and at some points, tedious. Please know, however, that our goal is to work with your organization to ensure that your event is successful. Once you have read the information below, please sign and return this agreement to the Office of the Vice President within one week of the date of this letter.

**1. HOST AND LOCATION**

As the hosting organization, you are responsible for informing the Office of the Vice President of the proposed time and venue for the event, as well as the names of the sponsors and/or hosts, for scheduling and vetting purposes. You must also tell us the approximate size of the event. Further, if your organization plans to have a photo line at your event, please work with our scheduling office so that the size of the planned photo line can be scheduled accordingly. The proposed format for this event is a keynote speech at the DCCC Issues Conference Luncheon. Any deviation from this format must be approved in advance and in writing by the Director of Scheduling. **Please send this information via e-mail immediately to the Director of Scheduling at [ahornbrook@ovp.eop.gov](mailto:ahornbrook@ovp.eop.gov).**

**2. RESTRICTIONS ON FUNDRAISING**

As a condition of the Vice President's attendance, you are required to abide by State and Federal law applicable to this event. Specifically, you agree that any funds solicited in connection with this event will be limited to Federal funds, subject to the limitations and prohibitions of the Federal Election Campaign Act of 1971, as amended, 2 U.S.C. § 431 *et seq* ("the Act"), and will comply with State law. You agree that any publicity for your event, *i.e.*, advertisements, invitations, or emails, will abide by the restrictions found in 11 C.F.R. § 300.64, and that at the event you will display a clear and conspicuous written notice in compliance with 11 C.F.R. § 300.64(b)(2) and making clear that any solicitations made at the event are limited to funds that comply with the limitations and prohibitions of the Act.

In addition to the legal restrictions, you are required to abide by certain White House restrictions on any fundraising around this event. These restrictions **must be clearly stated on any invitation or solicitation for your event**. Specifically, you may not solicit, permit the bundling of, or accept any contributions from the following sources in connection with this event: federally registered lobbyists or lobbying firms, federal political action committees, registered foreign agents, and

minors under the age of 16. It is also not permissible for federally registered lobbyists or registered foreign agents to host or attend the event as a guest even if they are not making a contribution.

### 3. PRESS

Please be advised that the Vice President's communications department may make an official announcement concerning the Vice President's attendance at your event. Accordingly, it is imperative that the hosting organization refrain from issuing any public communications regarding the Vice President's planned attendance until the Office of the Vice President grants the host permission to do so. **For coordination on press-related issues, please contact Deputy Communications Director, Elizabeth Allen via e-mail at eallen@ovp.eop.gov or phone at 202-456-5249.**

### 4. GUEST LIST

You will be required to create a guest list for clearance purposes for all attendees of your event. This list must be in an Excel spreadsheet including the full names, dates of birth, social security numbers, home addresses, employers, and occupations of everyone who has confirmed that they will be attending the photo-line with the Vice President. This should also include any campaign staff and family members of the candidate who have confirmed that they will attend the event. **A preliminary guest list must be forwarded to lopezl@dnc.org and vetting@ovp.eop.gov at least 12 days before the event. A final guest list, clearly identifying any additional guests, must be forwarded to the same addresses at least 7 days before the event.** If anyone is removed from the guest list by the campaign, you must notify us immediately.

Please note that failure to comply with this procedure may preclude the Vice President from attending the event, and failure to provide accurate guest information for an individual guest by the final deadline may preclude the guest from attending the event. No one may attend the event without being cleared by the Office of the Vice President and all clearance decisions by the Office of the Vice President are final.

### 5. APPROVAL OF INVITATIONS AND OTHER MATERIALS

The hosting organization must provide for review and approval from the Office of the Vice President any public communications, including, but not limited to, invitations and press releases. No invitation or other public communication may be sent out until the Office of the Vice President has confirmed that it complies with all applicable laws and policies. **Draft invitations and press releases should be sent to the following addresses at least 7 days before the event: ahornbrook@ovp.eop.gov. The e-mail must include the name and contact information of your campaign counsel,** in order to facilitate quick resolution of any legal questions that arise.

Some of the specific requirements for invitations to political events involving the Vice President are as follows:

- The Vice President's name and title should not appear on the same page as any fundraising or solicitation language.
- At the bottom of each page of the invitation, a disclaimer should appear in a separate box set apart from the rest of the invitation. The disclaimer language must identify the sponsor of the communication and, if applicable, who authorized the communication.

- The following IRS language should be included on the bottom of each page with a fundraising ask or solicitation: "Contributions and gifts to the DCCC are not deductible for federal income tax purposes." This language should not be included on the cover page with the Vice President's name, and it must be separate from what is included in the disclaimer box.

## 6. TRAVEL-RELATED EXPENSES AND EVENT COSTS

When hosting an event involving the Vice President, your organization will be required to pay: (1) the travel-related expenses associated with our Advance Team, the Vice President, and, in certain instances, Traveling Staff; and (2) any event site costs that are necessary to make the event successful. The Advance Team will work closely with the hosting organization to determine what site costs are necessary.

The paragraphs below provide an explanation of these expenses:

### *Advance Team*

The Vice President's advance team typically includes:

- Lead
- Hotel Coordinator (only applicable if the Vice President requires overnight accommodations)
- Press
- Motorcade
- Site
- Site 2/Press 2

The Office of the Vice President will assign an Advance Team to coordinate the logistics and make the requisite preparations for the Vice President's visit. This team will travel to the event site approximately 4-5 days before the event, and will be working closely with the hosting organization to ensure a successful visit.

It will be the hosting organization's responsibility to pay for all travel-related costs associated with the Advance Team, which includes, among other things, airfare, rental cars, gasoline for the rental cars, hotels, and per diems. Other travel expenses, such as parking and taxi expenses, may be included on a case-by-case basis. Advance Team travel will be coordinated through the Office of the Vice President, in conjunction with the Democratic National Committee ("DNC"). To reiterate, your organization will be responsible for paying refundable airfare for all advance team members.

### *Traveling Staff*

There are two types of designations for traveling staff accompanying the Vice President on his trips. The first type of traveling staff are those who are classified as "official" travelers, which mean that regardless of where the Vice President travels – or what type of event he attends – their services and presence are necessary for the Vice President to perform his duties successfully. The Office of the Vice President has pre-determined who are designated as "official" travelers. An example of an "official" traveler is the Vice President's security detail. Your hosting organization is not responsible for the travel-related costs associated with "official travelers."

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The other travelers that may accompany the Vice President will be designated as "political" travelers. Depending on the circumstances, these individuals may be required to accompany the Vice President to your event. If that is the case, your organization will be responsible for all travel-related expenses incurred by these staffers, including the cost of their flight on Air Force Two, as well as hotel and per diem when applicable. In terms of airfare costs associated with this type of traveler accompanying the Vice President on Air Force Two, your organization will be charged a rate based on the cost of the lowest-cost first-class commercial airfare. Because your organization is paying for these "political" travelers to fly on Air Force Two, please note that the Office of the Vice President will do its best to send only those deemed necessary by the Office of the Vice President and the host organization to assist the Vice President on his trip.

#### *Event Site Costs*

Your organization should be aware that an event involving the Vice President may require certain staging, audio-visual, and related needs. The attachment to this memorandum contains a summary of the general requirements that will be needed. All costs associated with procuring these requirements are the responsibility of the hosting organization. The host should work directly with these vendors to arrange proper payment for the services that they provide. If the host is unable or unwilling to provide the items set forth in the attachment, please contact my office at your earliest opportunity and no later than 7 days from the date of this letter.

#### *Process*

In order to protect the hosting organization, the Office of the Vice President and the taxpayers, the Office of the Vice President will coordinate with your organization to obtain funding for all travel-related expenses **prior** to our Advance Team's departure. Funds for political events are received by the DNC and held in a designated account. These funds must be received by the DNC's travel off-set ("escrow") account at least 5 days prior to departure. The Vice President cannot plan on attending your event without first receiving the requisite funds from your organization. Please make all checks payable to "DNC Travel-Offset Account" and mail to:

430 S. Capitol Street SE  
Washington, D.C. 20003  
Attention: Brad Marshall

In calculating the amount sought from your organization, the Office of the Vice President will determine the estimated cost of all travel-related expenses for both the Advance Team and those Traveling Staff who are not designated "official." Please note that prior to the event we will be able to provide you only with an estimated cost. We will make every effort to ensure that this estimate is as close as possible to the final bill. **It will not, however, include potential event site costs.** After the trip, we will coordinate with you and the DNC to assess the event and whether any balance remains. After the trip is closed, we will refund to your organization any credit balance or expect prompt payment of any balance due. Please be aware that closing a trip may take up to six months.

**You must confirm payment of an appropriate amount to me at [JHallman@ovp.eop.gov](mailto:JHallman@ovp.eop.gov) no later than 5 days before the event.**

## 7. PHOTOGRAPHY

An official photographer may be present at the event to document it for official archival purposes. These photographs are for official use only and therefore may not be made available to you. **If your organization wishes to have photographs of the event, you must arrange to have your own photographer present.** Please note, however, that even if you use your own photographer, you and your guests are prohibited from using photos from this event in any commercial or political materials, advertisements, emails, products, or promotions that in any way suggest approval or endorsement by the White House or the Vice President, unless you have obtained advance permission from the Office of the Vice President. Please include your photographer's information in your list of attendees.

## 8. COOPERATION WITH LAW ENFORCEMENT

An event involving the Vice President requires coordination with numerous law enforcement agencies, including the United States Secret Service. It is essential that everyone associated with your event provide prompt cooperation with all law enforcement agencies at all times. The Advance Team will help with coordinating with these agencies.

## 9. CHANGES TO THE EVENT

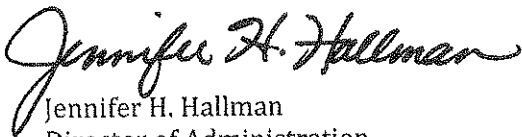
If your organization desires to make any substantive changes to the character, location, participants, structure, or timing of your event, please contact my office immediately because these types of changes could necessitate reconsideration of the Vice President's participation.

## 11. CANCELLATION

In the unlikely event that the Vice President cannot attend your event due to unexpected circumstances, the campaign is still responsible for any costs that may have been incurred by the advance team or the traveling staff. Please know that in this rare occasion, however, the Office of the Vice President will make every possible effort to reschedule.

Thank you so much for your hospitality. Should you have any questions, please contact me at (202) 456-2599 or [jhallman@ovp.eop.gov](mailto:jhallman@ovp.eop.gov), or the appropriate contact on the attached sheet.

Sincerely,



Jennifer H. Hallman  
Director of Administration  
Deputy Director of Operations  
Office of the Vice President



Suzanne Forté-Maclean, on behalf of the DCAC  
campaign, verify that I have read and fully understand the restrictions and requirements outlined in  
this letter.

**AGREED:**

By: Suzanne Forté-Maclean, CFO

Date: 2/13/13

Attachments (2)